

HEALTHY HOMES HEALTHY CHICAGO COLLABORATIVE

WORK PLAN

I. Project Title and Project Purpose Statement

Project Name: Healthy Homes, Healthy Chicago Collaborative

Project Summary: The Healthy Homes, Healthy Chicago Collaborative (H3C2) will engage low-income renters residing in Chicago's south and west sides in a new Healthy Homes Network in Chicago. The goal is to first develop a community plan of action that will improve the home environment and then implement that plan, improving Chicago families' health and well-being.

Location: Chicago-primarily the south and west sides of the City where needs are greatest.

Related Environmental Statute: H3C2 will focus on the following environmental hazards: radon, lead, pests, pesticides, mold and second-hand smoke. The work of the **H3C2** project is authorized under the *Clean Air Act*, Section 103(b) (3): conduct research, investigations, experiments, demonstration projects, surveys, and studies (including monitoring) related to the causes, effects (including health and welfare effects), extent, prevention and control of air pollution; the *Toxic Substances Control Act*, Section 10(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on toxic substances; and the *Federal Insecticide, Fungicide, and Rodenticide Act*, Section 20(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on pesticides.

Project Partners: Metropolitan Tenants Organization is taking the lead role in this project. We will be working with Elevate Energy, the National Center for Healthy Housing, University of Illinois at Chicago – School of Public Health, the ChildLaw Center at Loyola University and the Chicago Department of Public Health. They have submitted MOAs which are attached.

II. Environmental and/or Public Health information about the Affected Community

The local environmental issues the project will address are substandard housing conditions and the home-based environmental hazards associated with poor housing. Hazards include deteriorating lead paint, pests, pesticides, moisture problems, mold, poor ventilation and radon. These environmental issues lead to public health consequences such as childhood lead poisoning, asthma, lung cancer, low birth weights and a host of other housing-related diseases and injuries.

H3C2 will focus on housing and families living in Metropolitan Chicago, in particular neighborhoods in the south and west side. This is an area that has been underserved, where the majority of residents are people of color and where the prevalence of substandard unhealthy housing is high. The project will further focus primarily on renters who traditionally have less control over the housing environment and are more likely to suffer from health consequences associated with substandard housing.

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As a whole, Chicago is a city of renters, with over 550,000 rental households in Chicago.¹ The vast majority of these households are low to moderate income. According to a recent report by the Chicago Rehab Network almost half of all renters are cost burdened meaning they are paying over 30% of their income on housing.²

According to the US Census, 14.5% of Chicago residents live in poverty. The median income of Chicago residents is \$59,261.³ Some of the poorest communities in Chicago are located on the west and south sides of the city. For instance, the Englewood neighborhood in south Chicago has a median income of \$20,936 with 45% of the residents living in poverty.⁴

The City of Chicago is very diverse (32.9% Black, 31.7% White, 28.9% Latino and 5.5% Asian).⁵ A disproportionate number of people of color live in Chicago's south and west sides. These communities are where the first African Americans migrated to from the South in the 1930s through the 1960s. The Westside communities of Humboldt Park, Pilsen and Little Village areas are where more modern immigrants from Mexico and Latin America have settled. The H3C2 will find ways to use the strength of diversity to end the pronounced disparities that have historically fueled environmental injustices.

The home is perhaps a family's most influential environment and it is the place where families spend at least 50% of their time. The United Nations Habitat Agenda used the term housing to encompass several attributes of the habitat that include physical infrastructure at the community and individual levels. The Habitat Agenda defined adequate housing and shelter broadly. It is more than merely a roof over one's head. Rather, housing is defined as meaning adequate privacy; adequate space; physical accessibility; structural stability and durability; adequate lighting, heating, and ventilation; adequate basic infrastructure, such as water supply, sanitation, and waste management facilities; suitable environmental quality and health-related factors; and adequate and accessible location with regard to work and basic facilities. Much of Chicago's affordable rental housing is more than 50 years old and often in deteriorating condition. MTO hotline statistics reveal that a large majority of the calls originate from Chicago's south and west sides and that almost 40% of the calls are concerning housing conditions. The State of the Nation's Healthy Housing report shows that Chicago ranks 30th out of the nation's 44 largest cities⁶.

Disparities in housing have been shown to be related to a host of environmental justice concerns, including health, segregation, isolation, lack of job opportunities, inadequate school and others. Populations that are ill-served by inadequate housing have a host of unmet needs and environmental diseases and injuries, making their full participation in a productive society problematic. This results in profound losses for society at large, as well for at-risk communities and individuals.⁷ The disparities in housing quality in the US are best characterized by data from

¹ U. S. Census, American FactFinder, 2010.

² Chicago Rehab Network, City of Chicago Housing Fact Sheet, [wwwChicagoRehab.org](http://www.ChicagoRehab.org).

³ Crain's Chicago Business (online), September 2013.

⁴ Chicago Rehab Network, City of Chicago Housing Fact Sheet, [wwwChicagoRehab.org](http://www.ChicagoRehab.org)

⁵ U. S. Census, American FactFinder, 2010.

⁶ <http://www.nchh.org/Policy/2013StateofHealthyHousing/LocationSummary/tabid/858/msa/9/Default.aspx>.

⁷ Jacobs DE. 2011. Environmental Health Disparities in Housing. J Am Public Health Assoc 2011 Dec;101 Suppl 1:S115-22.

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the American Housing Survey (AHS), which is a large representative longitudinal sample of housing conditions at both the national and city level. AHS data indicate that 7.5% of non-Hispanic Blacks reside in moderately substandard housing, compared to 2.8% of non-Hispanic Whites, with Hispanics in-between. Clearly, the prevalence rates are higher among racial and ethnic minorities and the absolute numbers suggest that the total number of white households at risk is also substantial. There has been little progress since the late 1980s in reducing these disparities. The majority of households in Chicago rent their homes and the vast majority of low-income household rent their homes.(55.1%)⁸ One of the key concerns of Chicago tenants is the condition of the rental unit in which they live. The Metropolitan Tenants Organization (MTO) hotline verifies this key concern as over 40 percent of the calls to the hotline are about housing conditions.

Deteriorating housing conditions may disproportionately lead to environmentally triggered health problems such as lead poisoning, asthma, problems with rodents, safety issues, etc. and is an example of environmental injustice. The Respiratory Health Association of Metropolitan Chicago's Fact Sheet entitled, "Chicago Asthma Epidemic, The status of Asthma in Chicago lists the following:

- The asthma hospitalization rate in Chicago is nearly double the national average.⁹
- Death rates from asthma are particularly high for African Americans and Hispanics (sic) (four to six times higher than for Caucasians), and are concentrated in urban areas, including Chicago.¹⁰

Chicago is also disproportionally impacted by other home based environmental hazards as is demonstrated by the following statistics:

- In Chicago, a child's chances of being lead poisoned are 1 in 12.
- The highest rates of lead poisoning in Chicago are on the south and west sides of the city.¹¹
- Chicago ranks first in urban areas with bed bug epidemics.
- According to City of Chicago's data portal, all the communities with the highest percentage of low birth rates are in the south and west sides.
- Chicago's data portal also shows number of residents with lung cancer to be much higher on the city's south and west sides.

These factors draw a connection between Chicago's poor housing conditions and home-based health concerns. Deteriorating paint is the primary source of lead poisoning. Lead poisoning causes reduced IQ, irreversible learning disabilities and behavior problems. Complications from

⁸ U.S. Census, American FactFinder, 2010.

⁹ National Health Interview Survey. 1998. (Provided by Dr. Sandra Thomas, Chicago Department of Public Health.) and Mannino et. al. (2002). "Surveillance for Asthma – United States, 1980-1999." Morbidity and Mortality Weekly Report. CDC.

¹⁰ Sheffer, Albert, M.D. "Fatal Asthma". Partners Asthma Center. From www.asthma.partners.org.

¹¹ Chicago Department of Public Health, September 2011, Childhood Lead Poisoning Prevention Program, Elevated Blood Level Lead Rates map.

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asthma are the highest contributing health factor for a child missing school in Chicago. Poor housing leads inextricably to complicating health factors. “Poor housing quality is the most consistent and strongest predictor of emotional and behavioral problems in low-income children and youth among the five housing characteristics studied (quality, stability, affordability, ownership, and receiving a housing subsidy.)”¹² Children exposed to homes with leaking roofs, broken windows, rodents, non-functioning heaters or stoves, peeling paint, exposed wiring, or unsafe or unclean environments experienced greater emotional and behavioral problems.”¹³ There is a need to track housing conditions in order to address the associated health risks.

By focusing on tracking and developing proposed interventions to address home-based health hazards on Chicago’s south and west sides, MTO’s Collaborative will play a critical role in addressing ‘quality of life’ issues and increase livability in some of the area’s most vulnerable to home based environmental injustice. This proposal will help fill an important gap in the environmental justice movement in Chicago, which currently does not have a city-wide organization focused on healthy housing and housing disparities.

III. Organization’s Historical Connection to the Affected Community

MTO has three decades of experience working with low-income and minority communities living in poorly maintained substandard housing. Our organization’s beginnings are rooted in a 1981 Community Congress convened to find workable solutions to the affordable housing crisis of that time. The Congress recognized that Chicago needed a citywide organization to represent tenants. It led to a 5-year campaign to pass Chicago’s landmark Residential Landlord and Tenant Ordinance (RLTO) and the founding of MTO. Passage of the RLTO is a watershed event in MTO’s history. Since the passage of the RLTO, every year MTO has assisted more than 12,000 tenants in seeking safe and decent housing. This work resulted in improved living conditions for almost 1900 in 2013. MTO works with low-income renters through several program areas. These include the Tenants’ Hotline, the Affordable Housing Preservation Project and the Healthy Homes Project. In 2013, MTO helped more than 500 tenants use Integrated Pest Management (IPM) to free their units of pests. MTO remains the only membership city-wide organization devoted to representing renters and finding new creative and effective ways to improve the condition of the city’s housing rental stock.

MTO works with the community and environmental justice advocates to address local environmental issues and public health issues through our Healthy Homes Project. MTO addresses environmental health hazards such as lead poisoning, mold, pests, and use of non-toxic eradication techniques such as IPM, product substitution, asthma multi-faceted tailored interventions, and other interventions that have been shown to be both effective and practical. MTO first became involved in public health issues in the late 1980s. MTO, at that time, worked directly in the field with tenant families around childhood lead poisoning and helped to form the Lead Elimination Action Drive. More recently, MTO has worked with tenants in their homes to

¹² Levin Coley, Rebekah; Leventhal, Tama; Doyle Lynch, Alicia and Kull, Melissa, 9/13, MacArthur Foundation, How Housing Matters – Policy Research Brief, “Poor Quality Housing Is Tied to Children’s Emotional and Behavioral Problems”, pg. 1.

¹³ Levin Coley, Rebekah; Leventhal, Tama; Doyle Lynch, Alicia and Kull, Melissa, 9/13, MacArthur Foundation, How Housing Matters – Policy Research Brief, “Poor Quality Housing Is Tied to Children’s Emotional and Behavioral Problems”, pg. 2.

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reduce asthma triggers such as mold, mildew and pests using IPM. MTO has created projects that helped to build alliances between community health professionals and housing advocates. Among these alliances is the Chicago Westside Partnership for Children's Asthma Initiative, which was a project funded by the U. S. Centers for Disease Control and led by the Sinai Urban Health Institute (SUHI). Currently MTO is working with SUHI on another project targeting adults with home based asthma triggers. In addition, MTO participated as a partner in a project funded by the U.S. Department of Housing and Urban Development and led by Children's Memorial Hospital, which focused on lead poisoning. The project targeted Chicago communities serving primarily low-income populations, such as Englewood and Austin. MTO worked with UIC to conduct an important study of lead exposure associated with housing demolition by engaging the community in the project and its findings.

MTO engages residents in the decision making process at all levels of the organization.

Nearly 40% of MTO's Board members are low-income renters. MTO's mission is to empower tenants to make decisions. When MTO works with a renter to improve the living conditions, MTO provides the renter with options and tools. The renter decides how to move ahead. For the purposes of the Collaboration the most important way renters are engaged is through the Tenant Congress. The Tenant Congress is a group of tenants that meets bi-monthly to address systemic problems in Chicago's rental housing market. The tenants decide which issues to focus on then as a group work to develop strategies to address those issues and to impact public policy. Typically renters become involved in the Tenant Congress after they have experienced direct support from MTO through our Tenant Hotline and then through building organizing.

MTO educates people to take action to improve their housing. For example, if a home is suspected of having lead paint hazards, MTO helps the tenant identify the potential problem. The MTO Healthy Homes Educator will then provide the resident with options to resolve the problem. These may include reporting the condition to a governmental agency, working to abate the problem, or moving to a safer location. MTO empowers the resident to figure out what is in their best interest.

MTO's Tenants Hotline increases the community's capacity to address local environmental and public health issues. The Hotline serves an informational and referral line for tenants in crisis or those facing home-based environmental threats. The service provides answers to enable renters to figure out what to do. In the past year, with the support of the MacArthur Foundation MTO has launched a new innovative app for renters called Squared Away Chicago, the first of its kind in the nation. Through this web-based app, renters can communicate in real time with their landlords about problems in their units – including health hazards. They can take photos of the hazard and send it to their landlord to empower them to abate the hazard. This technology is particularly useful to low-income renters who are more likely to have smart phone capacity than home-based computers.

MTO also provides education to tenants and landlords. For example, more than 600 renters have attended MTO's workshops focused on rental rights, bed bugs and best practices. MTO works with elected officials to develop protocols for dealing with environmental topics. For example, MTO worked with HUD to put together a protocol for bed bugs. MTO is also involved with the

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City of Chicago to improve its inspection protocols to better identify and resolve environmental issues.

MTO maintains and sustains ongoing relationships with affected community residents and organizations in the following ways. MTO has an e-newsletter and a printed newsletter that are sent to residents. Residents are invited to trainings on leadership development and housing related trainings and others. MTO's informational brochures are sent to residents and contain information that can be used over and over. MTO works in the field and actually visits residents to help them. Residents know that MTO is only a phone call away and MTO employs residents, supporting in a very concrete way the goals of the environmental justice movement. MTO works on an ongoing basis with community organizations and the environmental justice movement. For instance MTO worked with the Midwest Pesticide Action Center to pass legislation concerning bed bugs control in Chicago. We do this by regularly providing staff and members with trainings. MTO partners with agencies to assist them in providing comprehensive information. For example, MTO partners with Sinai Urban Health Institute (SUHI). In this case, MTO trains their staff in rental issues so that each staff provides residents with information. For more complex scenarios and questions, SUHI staff refer residents to MTO for help. MTO has several relationships of this nature. Finally, MTO works many organizations in coalitions. MTO is a member of Illinois Lead Safe Task Force. By participating in coalitions, MTO maintains and sustains relationships.

IV. Project Description

The long term environmental result the project expects to achieve is improved housing conditions and the reduction of home-based environmental hazards through empowerment of renters and at-risk communities. The improved home environment will lead to public health benefits of fewer children poisoned by lead, decreased emergency room visits as a result of asthma, and fewer cancer deaths attributed to radon. It will also lead to fewer home accidents and improved social capital in the community.

We will develop a plan and work to implement programs and policies that promote safe decent healthy housing and work with low-income households, particularly communities of color to improve their housing conditions and reduce environmental hazards.

The program will build on existing networks to help ensure the success of this project, by helping to eliminate an important gap in those networks, namely the representation and participation of the environmental justice community and community members. In 2003, Loyola University hosted a citywide planning conference around childhood lead poisoning. Participants included representatives from local, state and federal agencies, community groups, universities, hospitals, real estate industry and other not for profit organizations. The summit produced a plan and resulted in the formation of the Lead Safe Chicago Coalition. As a result of the efforts of the coalition and its partners Chicago has succeeded in significantly reducing the number of children poisoned by lead. For example, work of the coalition has resulted in a window replacement program (windows are a major source of lead exposure) in a disadvantaged community in Chicago (Englewood), the first of its kind in the nation, namely the use of a state bond financing mechanism.

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H3C2 will build upon the success of the Lead Safe Illinois Task Force by broadening the strategy on healthy homes. Planning is already underway for a June 2014 summit to develop a new healthy housing plan. This proposal will help to ensure that communities of color and the environmental justice community and renters are represented at that conference. The MTO's Congress of Tenants has made housing conditions and health a primary focus of its work in the coming years. This project will connect community residents with governmental, educational and community organization and other to create a Healthy Homes campaign that will result in real progress, just as the earlier lead summit conference produced tangible results. In short, we have substantial capacity to achieve the goals of this proposed project.

The proposed project will empower community residents through engaging members in regular meetings of the collaboration, leadership development trainings, trainings on healthy housing practice and it will enable widespread community participation in discussions concerning evaluation of data and other research. Community members will be a part of setting the collaboration's agenda and timeline. Members will also participate in meetings with public and elected officials in regards to program and policy discussions. At home visits, participants will learn how to mitigate health hazards in their homes.

COLLABORATIVE PROBLEM SOLVING MODEL: Building on the elements of this model, we have put together an outline for the project.

Element 1: Issue Identification, Community Vision, and Strategic Goal Setting

MTO has a base of renters that meet regularly to discuss rental housing issues. The group has identified poor housing conditions as a major area of concern for renters. Data collected from MTO's Hotline confirms that the lack of repairs is an issue facing many low-income renters. Poor housing conditions lead to poor health outcomes. Leaky roofs and pipes create moisture problems that lead to mold, increased asthma and other respiratory health problems, structural rot leading to injuries, paint deterioration causing lead poisoning, and pest problems. Other rental housing problems that can lead to exacerbation of asthma include pest infestations, indoor smoking, and inadequate heating. Carbon monoxide, radon and safety issues are other issues that cause injury or death.

This summer, Loyola University will convene a healthy homes summit to bring together organizations working on healthy homes issues. The goal of the summit is create a plan of action to increase and leverage resources around healthy homes, foster compliance with healthy housing policies, put healthy housing on the radar screen of public officials, and to develop programs and policies to abate the health risks.

The Summit will be the start of a more robust, inclusive and longer process that creates an expansive interdisciplinary community, university, public, private partnership to tackle the problem of environmental hazards in the home. This collaboration will integrate a variety of tactics and strategies such as public education, organizing, coalition building, legislative and policy advocacy and policy implementation and research and evaluation. Grassroots community input and participation is envisioned throughout the planning and implementing healthy homes initiatives to improve building conditions throughout the City and this proposed project is an important part of supporting that community input and participation.

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Element 2: Community Capacity – Building Leadership Development

Capacity building through this project will take place in several different ways. First, MTO will work with trainers from UIC School of Public Health to train community leaders about home-based health hazards. UIC is part of the National Healthy Homes Training Center and Network. The training will include how to identify hazards, steps to mitigate hazards and public health policies, uses a standardized validated training curriculum and is credentialed by the National Environmental Health Association. Tenants will also receive leadership development training that incorporates topics such as Facilitating Meetings, Effective One on One Meetings, Public Relations and Media, Strategic Planning, etc. MTO will support community participants in getting rid of hazards in their homes. Then participants will be able to share their experiences and needs with members of the Network and help to establish priorities for the group. Tenant Leaders and stakeholders participating in the collaboration will exchange ideas and plan cooperatively through quarterly meetings hosted by MTO.

Element 3: Consensus Building and Dispute Resolution

The Collaboration will meet on a quarterly basis. Community residents will be meeting with public officials, housing industry representatives and other stakeholders. Meetings will provide a forum for the parties to share ideas and address concerns. Discussions will make room for the development of consensus and win-win solutions. Loyola, UIC, the National Center for Healthy Housing and other universities will be able to provide rigorous, validated research that can help the network make evidence-based practical decisions.

Community members will be trained in mediation and negotiations. These skills will help members listen and articulate their needs as well as look for positive solutions. Anita Weinberg of Loyola's Child Law Center has had much experience in this area and was a major factor in the success of the Lead Safe Chicago Coalition. She was able to moderate discussions between health professionals and the real estate industry and local government to successfully pass pilot projects, such as the \$5 million dollar window replacement program known as the Comprehensive Lead Education and Reduction through Window replacement (CLEAR-WIN) program and other important legislation in the State of Illinois.

Element 4: Multi-Stakeholder Partnerships and Leveraging of Resources

From the very beginning of the process we plan to involve stakeholders from multiple disciplines and from groups and organizations representing public and private interests. For instance, representatives from local, state and federal departments will be invited to participate and speak at the summit. Representatives from the real estate and lending industries, health care practitioners, and affordable housing organizations will all participate in the Collaboration.

Beside the Collaborative partners, some of the groups that we expect to participate include: Community Investment Corporation, Illinois Chapter of the American Academy of Pediatrics, Sinai Urban Health Institute, City of Chicago's Department of Housing and Economic Development, MacArthur Foundation through the Preservation Compact and others. These institutions will bring the knowledge and perspective necessary to develop a broad and inclusive plan.

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The partnerships will bring a variety of skills and resources to the table. Some will bring their research or technical expertise. While others will also bring financial resources, both in terms of providing grants and also loans to landlords and developers. We expect the group to grow to include new partners with new resources and specialties.

Element 5: Constructive Engagement by Relevant Stakeholders

MTO has engaged many stakeholders, and developed MOA's that take advantage of the strengths of each agency. (See below for a list of agencies and responsibilities.)

Element 6: Sound Management and Implementation

This project is completely integrated into MTO's mission of empowering tenants to have a voice in decisions that affect safe, decent and affordable housing. MTO has successfully completed 3 EPA grants (see section V). Most recently MTO developed a renters' mobile phone app in less than a year and on budget. All MTO projects involve working with our tenant leadership to develop a strategy plan and monitor the plan. MTO has a staff of 12 and will assign a staff person to work on the plan plus MTO's Executive Director and Associate Director will be available to provide support to the staff person. The quarterly meetings will provide a time and space for clear communication, discussion of the project, ongoing evaluation. MTO's Executive Director will participate in the quarterly meetings.

Memoranda of Agreement (MOA) will be developed for each of the primary groups participating in the collaboration. These will outline the role each participant will play over the two year period of this cooperative agreement.

The project is building on the successes of the Lead Safe Chicago which has been working together since 2003 and Lead Safe Chicago has had significant success in reducing the number of children poisoned by lead in the home.

Element 7: Evaluation, Lessons Learned, and Replication of Best Practices

MTO will establish a logic model to outline the work of the Collaboration. Clear indicators of progress will be established. We will track information such as participation of organizations, involvement of tenants, growth or community involvement, knowledge of community participants and progress made toward accomplishing project's goals. Evaluation will take place at quarterly meetings of the Collaboration, in small groups and with the tenants at community meetings. MTO management will supervise staff of project and meet with staff on a bi-annual basis to evaluate and review progress. MTO in collaboration Loyola and NCHH will develop a report detailing replicability of the project.

The community's capacity will increase as a result of H3C2 through the development of programs and or policies that will mitigate health hazards in the home as well as the identification of resources

COLLABORATION PARTICIPANTS: Metropolitan Tenants Organization, Loyola University Child Law Center, Elevate Energy, University of Illinois at Chicago School of Public Health, National Center for Healthy Housing, and the Chicago Department of Public Health.

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MTO will be responsible for ensuring that all project reports and deliverables to EPA are completed on time and within budget. MTO will oversee the grant, provide required progress reports to EPA, help to convene the Summit and will work to include community residents and other civic organizations in this process. MTO will play an important role in building community awareness and training and educating community residents about current laws, the importance of healthy homes and need for new policies and legislation.

Loyola Child Law Center will convene a Healthy Homes summit, develop a report and help turn the report into goal and timelines, provide meeting facilitation, will assist with research and data collection, identify policies and programs and assist with project evaluation.

The National Center for Healthy Housing will help to identify policies, programs and help convene the summit, provide key information around healthy housing and provide training to tenants and other stakeholders about healthy homes through the University of Illinois at Chicago.

Elevate Energy, formerly CNT Energy, will participate in the summit and ongoing quarterly meetings with particular focus on outreaching to affordable housing industry, landlord representatives and provide insights into green technology and how that can be used to leverage resource and funding.

The City of Chicago's Department of Public Health will participate in the summit and ongoing quarterly meetings and provide needed data and work to enforce current healthy homes policies.

The partners represent governmental agencies, universities, and civic organizations on a national and local level. Each of the organizations brings specialties such a research, data collection, policy development and relationships to other stakeholders.

The parties are all vested in the collaboration as each of the organization's missions aligns in some way with the goals of the project. All the participants have an established track record of working together and many have worked together since 2003. Because of this close and committed relationship and because of the common vision the group will continue to work together even after the project ends, ensuring the proposed project's sustainability. This proposed project is an important element of ensuring that the environmental justice community and community residents are represented in this on-going work.

V. Organizational Capacity and Programmatic Capability

MTO will be the lead organization for this project. MTO has managed several grants around environmental issues associated to rental housing over **the past three years**.

Organizational and Administrative Systems: MTO has an excellent Office Manager who takes care of day-to-day administrative systems such as accounting. MTO utilizes the QuickBooks system. MTO engages an outside bookkeeper to oversee monthly accounts and maintenance. Finally, MTO engages a CPA to perform yearly audits of the organization. MTO's Executive Director will manage the Collaboration and approves all financial expenditures. MTO has passed all of its external audits.

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From September 1, 2012 through August 31, 2013; MTO was funded through the Environmental Justice Small Grants program of the EPA for the Suburban Cook County Healthy Homes Network project. The grant number was EQ 00E010-42. MTO complied with the reporting requirements and succeeded in developing a 13 organization network. . MTO exceeded the project goals in these categories. MTO was awarded \$25,000 through this grant.

From April 2011 through March 2013, MTO was a subcontractor for the Sinai Health System/Sinai Urban Health Institute for a program entitled “Helping Children Breathe and Thrive in Chicago’s Public Housing.” The project was funded by the U.S. Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control. MTO met all goals established through this project and submitted all reporting documents in a timely manner. Funds were allocated to MTO through this subcontract in the amount of \$52,500.

From November 2013 through April 2016, MTO is a subcontractor for the Sinai Health System/Sinai Urban Health Institute for a program entitled “Helping Chicago’s Westside Adults Breathe and Thrive.” The project is funded by the U.S. Department of Housing and Urban Development. To date, we have met all goals of the project and our reporting requirements. Funds allocated to MTO’s work in this project are \$52,000.

MTO’s Executive Director plans to participate in meetings of H3C2. The ED will manage external relationships including oversight of the MOAs. The MOAs will be the basis of H3C2 partner’s work and expectations. MTO’s Associate Director will manage the daily functioning of the program staff and management staff, and ensure that program milestones are completed. MTO has an established grants management program that has monthly meetings to ensure all grants are on track and that all deliverables meet or exceed requirements. If a problem is encountered, MTO has an established process to overcome the problem by allocating the necessary resources to overcome the problem. MTO has an established track record in exceeding project goals and provides all deliverables on time and within budget.

For 28 years, Metropolitan Tenants Organization (MTO) has educated, organized and empowered tenants to have a voice in the decisions that affect the availability and affordability of safe and decent housing. MTO has a long history of working on childhood lead poisoning. It is a founding member of the Lead Elimination Action Drive. MTO regularly counsels tenants about the elimination of lead hazards in their homes. MTO is the largest organizer of tenants in Chicago serving more than 15,000 tenants annually.

MTO has successfully completed 3 EPA grants. (See charts below)

Environmental Protection Agency Grant Number: X800E30001 Project Title: Primary Prevention Partnership Amount of Funding: \$100,000 for 18 months Contact: Edward Master,	<ul style="list-style-type: none">• Number of referrals• Number of contacts• Number of home visits• Number of workshops• Quarterly reports This information was recorded in project records and kept on	This project was completed in September of 2010. All reports were submitted in a timely manner.
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Region Five	file for reporting purposes.	
Environmental Justice Small Grant Grant Number: EQ00E82201-0 Project Title: Environmental Justice for Renters Amount of Funding: \$19,940.00 Contact: Denise Reape – EPA Project Officer	<ul style="list-style-type: none"> • Number of troubled buildings identified • Number of lead hazards workshops completed • Number of IPM workshops completed • Number of buildings receiving ongoing support • Number of households receiving follow-up services • Posting information on website 	This project was completed in March of 2010. The goals of the project were accomplished. Reports were submitted in a timely manner and are available for review.
Environmental Justice Small Grant Grant # EQ-00E01042 Project Title: Suburban Cook County Healthy Homes Network Amount of Funding: \$25,000 Contact: Ethel Crisp, CAM/CP, Senior Environmental Protection Specialist	<ul style="list-style-type: none"> • One-on-one meetings with representatives of potential partner organizations; • Adaptation of educational materials for audiences; • Presentations to staff groups of partner organizations on the Healthy Homes program and its benefits; • Bilingual Spanish/English presentations to renter groups identified by partners, or identified by MTO staff; • One-on-one and/or phone counseling, home inspections, and other direct assistance to tenants facing home- based health hazards. 	This project was completed in August of 2013. MTO hosted 23 workshops and formed a countywide network. All reports were submitted in a timely manner.

VI. Qualifications of the Project Manager (PM)

John Bartlett, MTO Executive Director, will serve as the Project Manager for this project and coordinate intra-agency work. Mr. Bartlett currently oversees MTO and sets the organization's overall vision and goals. He has been with the organization since 1994 and is an established leader in Chicago's affordable housing circles. He has overseen the startup and implementation of several new programs, including MTO's Citywide Tenants Hotline, Healthy Homes Program and newly created rental mobile phone app. In 1994, Mr. Bartlett established the MTO's citywide tenants' hotline. The hotline answers over 10,000 calls a year and employs a staff of 2 plus 15 volunteers. In 2004, Mr. Bartlett developed a training program for subsidized tenants.

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In 2005, he initiated MTO's Healthy Homes' project, which has grown immensely under his leadership. The program currently employs two staff and has a budget exceeding \$130,000. The program has built partnerships and collaborations with hospital such as Children's Memorial Hospital, the Sinai Urban Health Center, the City of Chicago Department of Health, Illinois Chapter of the American Academy of Pediatrics, community organizations such as Westside Health Authority, and Imagine Englewood If; and the National Center for Healthy Housing.

Mr. Bartlett is well respected in Housing and Healthy Homes circles. Since 1999, Mr. Bartlett has served on the City of Chicago's Community Development Advisory Committee and Rents Rights Committee. He served on State of Illinois Joint House-Senate Task Force on Mold in Indoor Environments. In 2004, the Governor appointed Mr. Bartlett to the State of Illinois Lead Safe Housing Advisory Council. He has also been a member of task forces under both past and current mayors and has been tasked with developing 5 year housing plans for the City.

Mr. Bartlett has a B.A. in Community Organizing from Northeastern Illinois University. Mr. Bartlett has worked with renters for over 20 years. He has written numerous articles and his op-ed pieces have been published in many newspapers including, *Chicago Tribune*, *Chicago Sun Times*, *UK Guardian*, and others. Because of his commitment and expertise, he regularly speaks at community events, meets with renters in their buildings and participates in citywide coalitions. Coalitions in which Mr. Bartlett participates include Chicago Rents Rights, Chicago Coalition of Tenants to Preserve Section Eight Housing, Humboldt Park Empowerment Project, Lead Safe Illinois and others. (Resume attached)

Mr. Bartlett has strong ties with the community. He regularly counsels renters about their rights and he serves as a trainer for MTO's tenant leaders. He oversaw the development of MTO's Tenants Congress. He worked with voucher tenants, faith-based and community organizations and CHAC (Chicago's administrator of the federal voucher program) representatives to develop comprehensive workshops geared towards educating Chicago's voucher tenants. Mr. Bartlett has close ties with many community based organizations such as Logan Square Neighborhood Association, Kenwood Oakland Community Organization, Puerto Rican Cultural Center, Bickerdiike Redevelopment Corporation, North Austin Coalition, etc.

MTO's Executive Director has worked with community residents to develop Principles of Community Development, hosted HUD Townhall meetings, testified at City Council meetings, organizes tenants associations, and lead MTO's Board of Directors.

VII. Past Performance in Reporting on Outputs and Outcomes

Metropolitan Tenants Organization (MTO) has managed several EPA grants on environmental issues associated to rental housing in the past five years. These include:

Project	Grant ID # & Amount	Contact Information	Reporting Requirements and Performance

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Cook County American Recovery and Reinvestment Act-Homelessness Prevention and Rapid Re-housing Program	Project Number: 10-077 \$156,000 from 10/2009 to 9/2012	Pamela White 69 W. Washington, Suite 2900 Chicago, IL 60602 (312)603-1019	- All reporting requirements were met
City of Chicago American Recovery and Reinvestment Act-Homelessness Prevention and Rapid Re-housing Program	Purchase order #20327 Specification #76211 \$59,087 from 9/2009 to 9/2010 \$41,360 from 9/30/10 to 9/29/2011 \$59,097 from 10/1/11 to 6/30/12	Cindy Rivera 1615 West Chicago Avenue, Chicago, IL 60622 (312) 746-8858	- All reporting requirements were met
U.S. Department of Housing and Urban Development – Tenant Resource Training Program	Cooperative Agreement Number - TRNP – 11-09 \$600,000 for 24 months – voucher program 6/21/12 to 6/21/14	Claire T. Brolin, Housing Program Manager U.S. Department of HUD, Housing Assistance and Grants Administration, TRN Program Room 6138 451 7 th St. SW Washington DC, 20410, (202)402-6634	- We are meeting all reporting requirements
EPA Environmental Justice Small Grant	Grant #000E01042 \$25,000 From 9/1/12 to 8/31/13	Ethel Crisp – 77 West Jackson Blvd., LP-7J Chicago, IL 60604-3507 312.353.1442	- All reporting requirements were met

MTO also has participated as a partner in other federal grants. The U.S. Department of Housing and Urban Development (HUD) awarded to Children's Memorial Hospital in Chicago. The name of the project was the Safe and Healthy Homes project. The project is now completed. MTO provided Children's Memorial with quarterly reports on activities and monthly vouchers of expenses. MTO has submitted all reports in a timely manner. Our contact with the grantee organization, Children's Memorial Hospital was Dr. Helen Binns. *Centers for Disease Control* – MTO participated in as a partner in a grant from the U.S. Centers for Disease Control (CDC) awarded to Sinai Urban Health Institute (SUHI) in Chicago. The name of the project is The Chicago Westside Partnership for Children's Asthma Initiative. The project is complete. Reports were submitted on our activities approximately twice per quarter. MTO reports on issues such as the reason for referrals, problems identified severity of the problem, resolution of the situation and the time spent on the referral. Our contact person is Helen Margelos. We entered into an additional partnership with the SUHC in 2011. The award to SUHI was from the U.S. Department of Housing and Urban Development and the period of the award is from 4/1/2011 to 3/31/2013. Our contact person with SUHI for this project is Helen Margelos.

HEALTHY HOMES HEALTHY CHICAGO COLLABORATIVE

Reports were submitted bi-annually. MTO has had two additional partnerships with SUHI (one through Blue Cross/Blue Shield and one through the Family Resource Network) to provide outreach and training to renters on Healthy Homes issues.

MTO maintains computer and paper copies of all documenting information. Meeting or workshops attendance is documented by sign in sheets. Notes from meetings are kept and documented. All outcomes are measurable and MTO maintains records of the outcomes. MTO writes year end reports as well as final reports.

MTO has made significant progress towards all its outcomes.

VIII. Expenditure of Awarded Grant Funds

Successful Project Management: MTO has a very successful record of grants management. We have approximately 9 private foundation grants up for renewal each year. In addition we manage 5 different public grant projects (one of these projects is a collaborative of five different partner organizations under a project funded by HUD) and participate as a sub-grantee on another. This demonstrates a capacity to manage multiple awards efficiently and responsibly. We have an excellent record of meeting project objectives and submitting reports in a timely manner. MTO has successfully managed Community Development Block Grants (CDBG) through the City of Chicago for the past 21 years. MTO was reviewed by federal and City of Chicago auditors to evaluate financial accountability and completion of the project's goals. MTO passed these audits as services were delivered as anticipated and on time. Thus, MTO has demonstrated its excellent management and financial systems.

MTO plans to effectively manage and successfully complete this project by implementing the same standards of practice it has implemented across all of the programs we manage. We will set quarterly benchmarks and measure our success across those benchmarks. Supervisors meet regularly with staff to ensure completion of tasks in a timely manner. MTO's Executive Director maintains and sustains relationships with partner organizations, including the development of terms of engagement. We will implement our accounting procedures to manage financial issues. Our Executive Director and Associate Director will oversee the project's progress.

IX. Quality Assurance Project Plan (QAPP) Information

Although MTO does not expect to develop new data and databases for this project, we will develop a Quality Assurance Project Plan that conforms to EPA requirements and that will contain specific Data Quality Objectives, including metrics of data precision, accuracy, reduction, cleaning, transformations and reporting, including statistical modeling methods and other methods of analysis and reporting, in collaboration with the National Center for Healthy Housing and Loyola University, both of which have established track records in producing QAPPs.